

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

ACTUARIAL ASSISTANT

DEFINITION

Under the direction of an accredited actuary, performs mathematical and statistical work in support of actuarial studies used in the administration of state insurance and unemployment laws; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assist with reserve reviews of insurance companies and monitors insurance marketplace for trends.

Reviews insurance rate/rule filings policy forms for compliance with legal requirements and departmental regulations; examines sales material in connection with the approval or disapproval of policy forms.

Confers/corresponds with insurance companies and the general public; assists in investigating complaints concerning illegal or improper activities of insurance agents and companies and recommends appropriate action.

Helps in conducting studies on unemployment insurance benefit financing using such statistical procedures as regression analysis, significance tests, confidence intervals, and frequency distributions.

Participates in planning research projects, writing project specifications, implementing projects, documenting results, and distributing project conclusions.

COMPETENCIES REQUIRED

Knowledge of mathematics as it relates to actuarial problems, such as computational mathematics, actuarial theory and practice, and statistical theory.

Ability to communicate effectively.

Ability to analyze data and prepare reports.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with general supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a degree in mathematics, statistics, or actuarial science, and successful completion of one actuarial examination;

OR

graduation from an accredited four-year college or university, one year of experience in actuarial science, and successful completion of one actuarial examination;

OR

an equivalent combination of education and experience substituting one year of qualifying experience for each year of the required education to a maximum substitution of four years, and successful completion of one actuarial examination.

Effective Date: 09/06 SH